

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through October 1973		Cumulative Through October 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2212	11	1973	11	Down 239
Indices Activities.	Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.	12042	7	16703	7	Up 4661
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	65782	12	64269	12	Down 1513
Computer Support Activities.	Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	122688	12	65126	12	Down 57562
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	6511	4	5959	4	Down 552

ADMINISTRATIVE - INTERNAL USE ONLY

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Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1260	5	1080	5	Down 180
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1193	2	1213	2	Up 20
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	753	3	2668	3	Up 1915
Microfiche Activities.	Collective total of pages prepared and filmed.	42510	9	21249	6	Down 21261
Compartmented Information Recordkeeping.	Collective total of changes to master record, names searched and cable actions.	88576	9	29906	9	Down 58670
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	7749	4	5945	4	Down 1804

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